

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
Managing the Business				
Excellent: Deliver cost effective, targeted, services that meet the identified needs of our community				
All	Ethical Governance	Fraud Risk	To assess whether the council has appropriate policies and guidelines communicated to staff to uphold required ethical standards	3 Reputational damage
All	Management Information Quality		To assess the accuracy and usefulness of information on which management rely to make decisions	3 Reputational damage
All	Corporate Assurance Groups		To assess whether key groups receive robust updates on delivery of key programmes and effectively challenge delivery	1 Balanced budget 11 Service reviews
Key Financial Systems				
Excellent: Deliver cost effective, targeted, services that meet the identified needs of our community				
CS	Council Tax	Annual review linked to financial accounts audit Fraud Risk	To assess whether the key controls in each of the key financial systems effectively prevent or detect material errors on a timely basis to ensure that the financial statements are not materially incorrect.	1 Balanced budget 5 Financial implications of legislation and policy changes
CS	National Non-Domestic Rates			
CS	Housing Benefit			
CS	General Ledger (Main Accounting)			
CS	Accounts Receivable: General Debtors			
PE	Accounts Receivable: Social Care Debtors			
CS	Accounts Payable (Creditors)			
CS	Payroll			
CS	Cash and Banking (Income)			
CS	Treasury Management			

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
CS	Payroll	In year risk	To work with officers as they re-vamp payroll administration processes	See above
Implementing Recommendations				
Excellent: Deliver cost effective, targeted, services that meet the identified needs of our community				
All	Reports to be followed up		To check that recommendations made have been implemented, properly, in a timely manner.	TBC
Managing Service Delivery Risks				
Safe: Continue to reduce crime, disorder and anti-social behaviour				
PL	Licensing	Core (R1) Fraud Risk	To assess whether licence applications are effectively and promptly processed and all due income is received	3 Reputational damage 8 Change of PCC focus / resources
PL	Parking Enforcement	Core (R2) Fraud Risk	To assess the effectiveness of contract management arrangements <i>Delivered through Contract Management audit time (below)</i>	3 Reputational damage
Clean: Ensure a well maintained and attractive street scene, parts and open spaces				
CS	Asset Management	Core (R1) Fraud Risk	To assess whether there is robust management of counter parties to leases to ensure they adhere to lease terms and conditions	1 Balanced budget 3 Reputational damage

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
Clean: Where possible minimise our impact on the natural environment				
PL	Waste Management	Core (R1) Fraud Risk	To assess the effectiveness of contract management arrangements <i>Delivered through Contract Management audit time (below)</i>	3 Reputational damage
Healthy: Continue to improve outcomes for vulnerable children and adults				
PE	Social Care Packages: Panel Decisions	Core (R1) Fraud Risk	To assess whether decisions by officer panels on whether to award social care packages are robust	3 Reputational damage 5 Financial implications of legislation and policy changes 6 Impact of health service reforms
PE	Social Care Packages: Direct Payments	Core (R2) Fraud Risk	To assess whether direct payments made are: <ul style="list-style-type: none"> • accurate • used for their intended purpose 	3 Reputational damage 5 Financial implications of legislation and policy changes 6 Impact of health service reforms
PE	OFSTED inspections of Children's Social Care Services and schools	Core (R1)	To assess whether any required improvements required by OFSTED inspections are effectively managed	10 School inspection regime results
PE	Children's Social Care Services	Core (R1)	To understand and assess the effectiveness of internal quality assurance and challenge processes	3 Reputational damage 5 Financial implications of legislation and policy changes 6 Impact of health service reforms

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
PE	Pupil Premium	In year risk	To assess whether schools have robust strategies and plans to effectively use pupil premium money and report on its use and outcomes <i>Sample of schools covered selected on a risk basis, and delivered through separate schools audit programme (below)</i>	10 School inspection regime
PE	Child and Early Intervention Services	Core (R2)	To assess whether service areas are effectively working together to develop newly required Education and Health Care Plans (replace Special Educational Needs statements)	5 Financial implications of legislation and policy changes 6 Impact of health service reforms
PE	Troubled Families Intervention	Grant Claim	To challenge Troubled Families Grant returns in line with Department for Communities and Local Government requirements	5 Financial implications of legislation and policy changes
Healthy: Support Southend to be active and alive with sport and culture				
PL	Library Services	In year risk (R3)	To assess whether the new model of delivery is working effectively including recruiting and retaining sufficient volunteer capacity and managing branch libraries	3 Reputational damage
Healthy: Reduce inequalities and increase the life chances of people living in Southend				
PE	Re-enablement and Occupational Therapy	Core (R1) Fraud Risk	To assess whether there is a robust re-enablement strategy and processes to manage its delivery	3 Reputational damage 5 Financial implications of legislation and policy changes 6 Impact of health service reforms

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
PH	Public Health	Core (R2) Fraud Risk	To assess whether there are robust controls to ensure Patient Group Directives: <ul style="list-style-type: none"> are properly developed and authorised for use payments are accurate 	6 Impact of health service reforms
Prosperous: Encourage the prosperity of Southend and its residents				
All	Welfare Reform	In year risk	To assess whether there is clear understanding and management of the impacts of welfare reforms introduced to date and readiness for future reforms	1 Balanced budget 5 Financial implications of legislation and policy changes
PE	Schools Audit Programme: Finance Management and Governance	Fraud Risk	See below for details. This programme of work is funded by schools directly and the audit resource is bought in through the framework contract.	10 School inspection regime results
Prosperous: Enable well-planned quality housing and developments that meet the needs of Southend's residents and businesses				
PL	Development Control or Building Control	Core (R1) Fraud Risk	To assess whether planning applications are effectively and promptly processed and all due income is received	7 Stalling regeneration
PL	Traffic Regulation Orders	Core (R2)	To assess whether Traffic Regulation Orders are developed in line with statutory requirements and implemented effectively	1 Balanced budget 3 Reputational damage
PL	Regeneration	Core (R1) Fraud Risk	To assess whether capital / regeneration projects are effectively managed	1 Balanced budget 7 Stalling regeneration

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
Excellent: Deliver cost effective, targeted, services that meet the identified needs of our community				
All	External Grant Funding	Cross Cutting Fraud Risk	To assess whether grant terms and conditions are complied with	5 Financial implications of legislation and policy changes 3 Reputational damage
All	Continuous Auditing and Assurance		To further develop and embed computer assisted processes that provide ongoing audit and management assurance	1 Balanced budget
All	Contract Management	Cross Cutting Fraud Risk	To assess whether a sample of contracts are being effectively managed. To work with officers as new contract management policies, processes and systems are introduced	1 Balanced budget 3 Reputational damage
PE	Procurement Review Group Requests	Cross Cutting	To consider requests to grant exceptions to tendering requirements in line with the criteria set out in Contract Procedure Rules	1 Balanced budget 3 Reputational damage
PL	Local Transport Plan Grant	Grant Claim	To certify, in all significant respects, that the conditions attached to the grant have been complied with.	3 Reputational damage
All	Working with the Counter Fraud and Investigations Team	Cross Cutting	To follow up the work of the Counter Fraud and Investigations Team where investigations may identify the need for a subsequent audit	1 Balanced budget 3 Reputational damage
Managing Delivery of the Audit Plan				
	Audit Planning, Resourcing			
	Managing Contractor Work			

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

Dept	Audit Activity	Work type *	Auditable Risks / Focus of the Audit	Relevant Corporate Risk (plus register no.)
	Reporting to Management Team and Audit Committee			
	Contingency			
Schools Audit Programme				
PE	Full Audits covering finance, management and governance	Fraud Risk	To assess whether effective arrangements are in place to develop and implement a suitable strategic framework as well as organise, manage and control the specified activities.	10 School inspection regime results
PE	Reports to be followed up will be determined on the conclusion of the full audit undertaken at each school in the 2013/14 audit plan.		To check that recommendations made have been implemented, properly, in a timely manner.	10 School inspection regime results
Consultancy Work Accepted				
	None planned			
South Essex Homes				
PE	Annual Audit Plan		Separate risk-based audit plan based on all activities and entities	3 Reputational damage

* **Core work** means those service activities that score as high risk (i.e. risk level 1 or 2 out of 4) from an audit perspective based on the criteria set out in the Internal Audit Strategy.

APPENDIX 2A: INTERNAL AUDIT PLAN 2014/15

AUDIT ACTIVITIES	% of Total Resource Available
Managing the Business	4%
Key Financial Systems	14%
Implementing Recommendations	5%
Managing Service Delivery Risks:	
• Core Work Plan	25%
• In year emergent risks and contingency for working with the fraud team	6%
Schools Audit Programme including follow up reviews	33%
General Contingency	5%
Managing Delivery of the Audit Plan	8%
Total Council Audit Plan	100%
	1,400 days
South Essex Homes (delivered through a service level agreement)	110 days

ANALYSIS OVER DEPARTMENTS		
		%
CS	Corporate Services	16
PE	People (including schools)	57
PL	Place	11
PH	Public Health	2
ALL	Cross cutting	14